

307 - Secretary of State

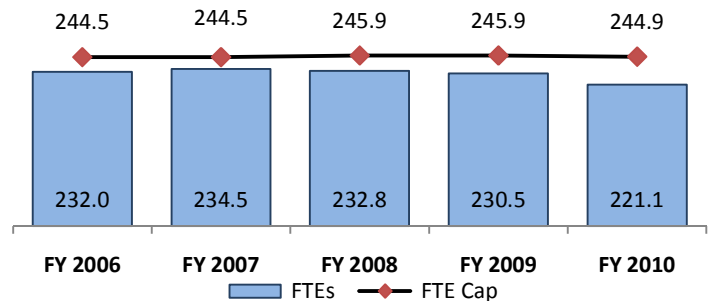
Workforce Summary Document prepared by the State Auditor's Office Classification Team.
Based on information **self-reported by the agency**, the following items are worth noting:

Full-Time Equivalent (FTE) Employees

The agency's full-time equivalent (FTE) employee cap decreased by 0.4 percent in fiscal year 2010 compared to fiscal year 2009. Over the past 5 years, the agency has seen a decrease of 10.9 FTEs (4.7 percent) in the total number of FTEs.

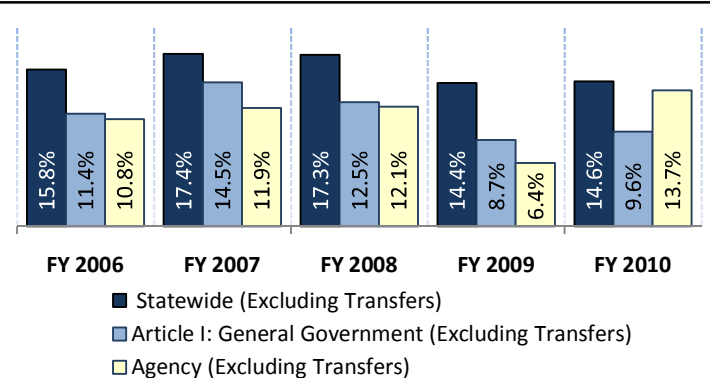
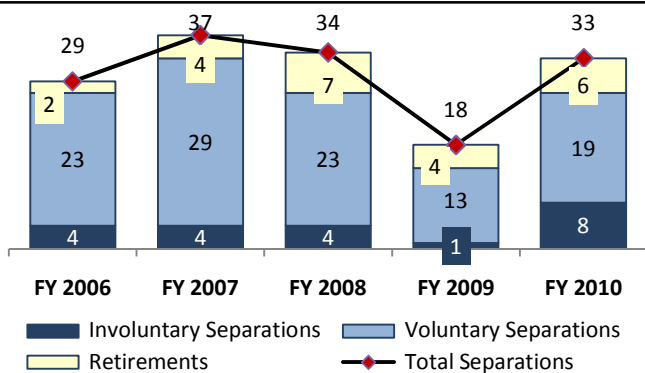
FTEs Below/Above FTE Cap

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Number of FTEs	-12.5	-10.0	-13.1	-15.4	-23.8
Percent	-5.1%	-4.1%	-5.3%	-6.3%	-9.7%



Employee Turnover

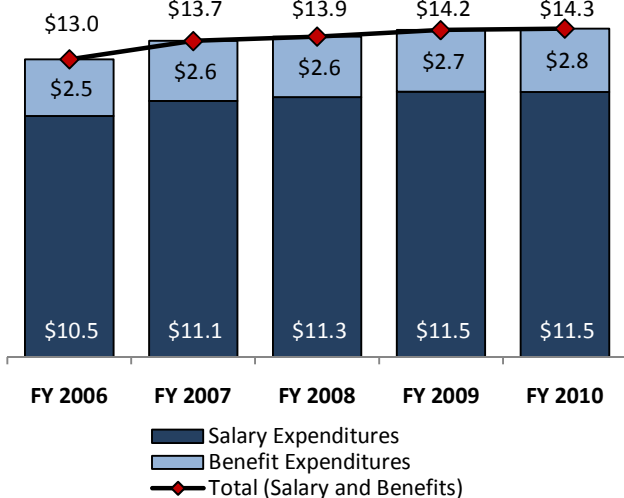
Excluding interagency transfers, turnover within the agency (13.7 percent) was lower than the state average (14.6 percent) and higher than the average of Article I agencies (9.6 percent) during fiscal year 2010. Fiscal year 2010 agency turnover including interagency transfers was 14.6 percent.



Compensation Information

Over the past five years, the average agency salary increased by 12.2 percent. In fiscal year 2010, 87.7 percent of employees were paid below their assigned salary range midpoint, and expenditures for salary and benefits were higher than in fiscal year 2006.

Salary and Benefit Expenditures (in Millions)



Average Salary Trends

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Secretary of State	\$117,516	\$117,516	\$117,516	\$125,880	\$125,880
Agency Average	\$42,196	\$43,453	\$45,163	\$46,730	\$47,333
Article Average	\$45,697	\$47,506	\$49,414	\$50,985	\$51,001
Statewide Average	\$34,818	\$36,182	\$37,365	\$38,461	\$39,265

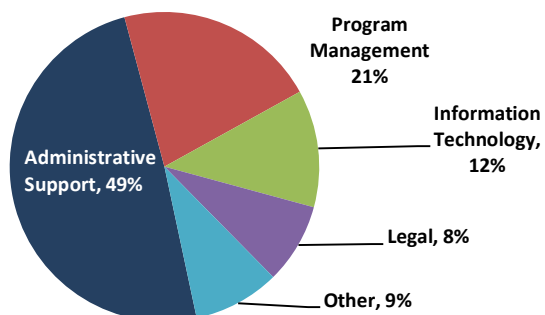
Note: Average salary is for full-time employees only.

Number and Total Dollars Spent on Salary Actions

	Fiscal Year 2009		Fiscal Year 2010	
	Actions	Total Dollars	Actions	Total Dollars
Promotions	3	\$9,700	2	\$13,303
Merits	131	\$135,681	2	\$642
One-Time Merits	133	\$163,791	0	\$0
Equity Adjustments	3	\$2,004	0	\$0
Reclassifications	10	\$1,586	20	\$36,529
Total	280	\$312,763	24	\$50,475

Job Classifications

The Agency's Fiscal Year 2010 Largest Occupational Categories



Agency Classifications

In fiscal year 2010, the majority (66.2 percent) of employees were classified as Administrative Assistants (42.2 percent), Program Specialists (12.3 percent), Programmers (6.5 percent), or Attorneys (5.2 percent).

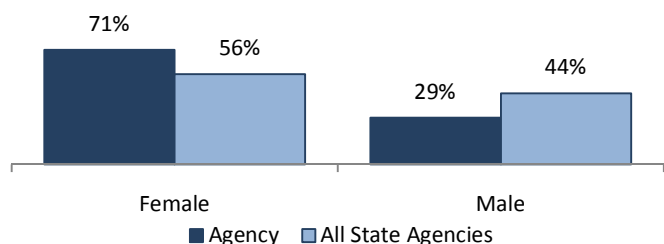
Classification Compliance Audits

During the past two years, the agency did not participate in any classification compliance audits.

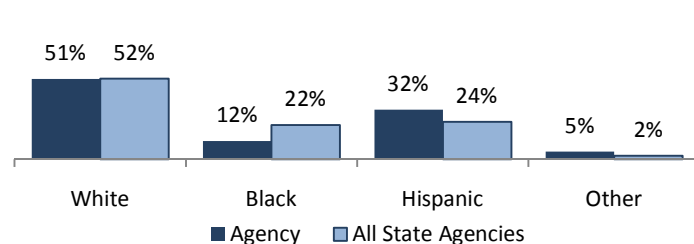
Fiscal Year 2010 Workforce Demographics^a

On average, employees are 47.2 years of age and have 10.9 years of agency tenure. Of the agency's employees, 71.5 percent are 40 years of age and older and 31.6 percent have fewer than 5 years of tenure with the agency. The Employees Retirement System estimates that between fiscal years 2010 and 2013, 17.6 percent of the agency's workforce will be eligible to retire (based on fiscal year 2010 data).

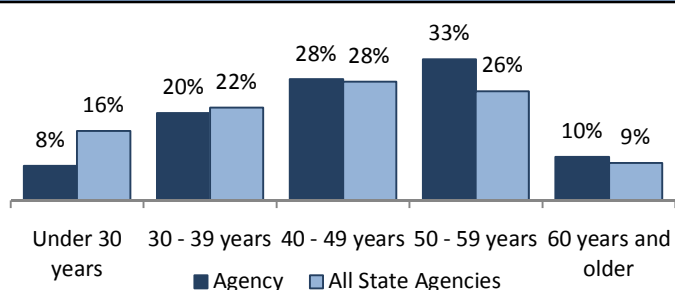
Gender



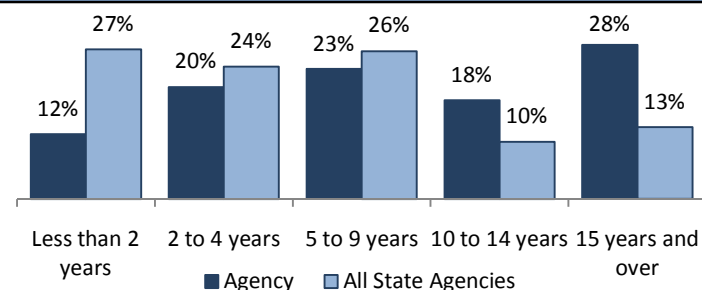
Ethnic Group



Age



Agency Tenure



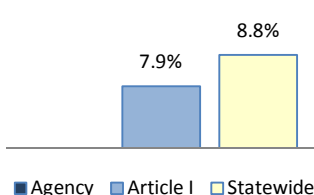
^a Percentages in graphs may not sum to 100 percent due to rounding. Workforce demographic and major job category information includes classified regular full-time and part-time employees. Demographic data may appear skewed for agencies with fewer than 50 employees.

Survey of Employee Engagement

The Survey of Employee Engagement, administered by the University of Texas, is an instrument that measures employees' job satisfaction and employees' perceptions of the effectiveness of the agency. The agency did not participate in the most recent survey cycle.

Percent of Employees Who Intend to Leave Within 1 Year

Overall results indicate that satisfaction with pay or benefits has little influence over an employee's intent to stay. However, overall job satisfaction, working conditions, and agency management and culture do influence these decisions.



Overall Employee Satisfaction

Scores range from 1 to 5, with 5 being the highest.

